



# **IBT COLLEGE**

**Campus Re-Opening Plan and  
Plan for arrival of International  
Students during social distancing  
Pandemic restriction**

**FALL 2020**

# TABLE OFCONTETS

<b>I.</b>	<b>Introduction .....</b>	<b>3</b>
<b>II.</b>	<b>Protection Plan .....</b>	<b>5</b>
	2.1 ASSESSING THE CAMPUS: .....	5
	2.2 PROTECTION AND SAFETY MEASURES .....	6
	2.3 RSPONSE GUIDELINES .....	9
	2.4 RETURN TO CAMPUS FRAMEWORK .....	10
	2.5 NEW STUDENT ARRIVAL PROTOCOL .....	11
	<b>APPENDICES.....</b>	<b>13</b>
	APENDIX A: POTENTIAL THREAT REPORT POLICY .....	14
	APPENDIX B: COVID-19 RE-OPENING GUIDELINES .....	15
	APPENDIX C: NEW STUDENT POST ARRIVAL QUARANTINE PLAN .....	18
	APPENDIX D: ACCOMMODATIONS RESOURCES FOR STUDENTS .....	20
	APPENDIX E: DAILY EMPLOYEE HEALTH ASSESSMENT .....	21
	APPENDIX F: COVID-19 RESPONSE GUIDE – STAFF PROTOCOLS .....	22
	APPENDIX G: COVID-19 RESPONSE GUIDE – STUDENT AND FACULTY PROTOCOLS .....	23

# I. INTRODUCTION

Since the moment the COVID 19 was announced as a pandemic by the WHO in January of this year, IBT College's commitment to protecting the health, safety and wellbeing of the college's community was made more evident than ever. We monitored on a daily basis how the pandemic evolved, and we diligently moved our operation to a distant learning format as soon as the authorities allowed it.

For the past six months our staff and faculty has operated from home and, while we know it's still not safe to return to our campus, we have started taking a series of steps towards preparing our campus for the safe return of our students, staff and faculty.

The objective of this document is to describe the procedures to be followed by IBT College in order to receive international students during the intake period of Fall 2020 and into 2021.

These procedures will be in place to ensure our international students arrive in Canada, free from COVID 19 infection and remain under surveillance of our college during the 14-day quarantine period required by the government of Canada.

As we prepare to re-open our campus, we continue to be committed to the health, safety and well-being of staff, students, and faculty members.

The health and safety of our college community being at our top priority, we have made plans to return to campus in accordance with our ministry, provincial and federal governments, local health agencies, and the province's re-opening framework. We are ensuring that our procedures are up to date and aligned with the Ministry of Health's guidance.

We are committed to ensuring that all health and safety requirements are met across every space at our campus. We have created health and safety guidelines in accordance with the Ontario Government that will be effectively displayed throughout our campus. Our re-opening plan outlines the safety and hygiene practices that will enable us to create a safe environment for everyone.

In this plan, we describe the measures to be taken prior to arrival and upon arrival in Canada. The description includes but it's not limited to:

- Items to be communicated to students prior to traveling to Canada and the description of how the communication will take place.
- Information to be requested from students to attest that their health status meets the requirements of the government of Canada
- The steps to take upon arrival
- Case management and outbreak response
- Quarantine requirements and procedures
- Post-quarantine requirements and procedures.

The measures also include an assessment of each office space, washrooms, and common areas to ensure we adhere to physical distancing guidelines and maintain a safe and healthy work environment.

Each of our rooms has been thoroughly assessed to comply with our provincial workplace guidelines, public health and safety regulations, as well as Public Services Health & Safety Association guidance for Career Colleges.

Our not-numerous staff, combined with the spacious office area of our campus allows us to offer our team a very safe environment from the social distancing point of view. Even if all the members of the team return to the campus at the same time, we will be able to maintain a safe distance from each other.

The nature of our programs and the state of the art equipment we count on, allows our students and faculty members to continue classes online and our intention is to keep it that way until the authorities deem fully safe to return to

campuses without the need of a blended format; however, our spacious classrooms and the safety measures we've taken have prepared our facilities to provide in class lessons with the required 2 meter social distancing.

We continue providing our students with online support in the areas of Student Services, Career Services, and Pathway. Our team is fully equipped to organizing virtual one-on-one meetings by phone, or video conference. Our Admissions Advisors keep recruiting new students through personalized consultation by e-mail, telephone, and video conference too.

We enjoy the advantage of our campus being located in the same building where several government offices are and as a result, the safety and health protocols followed across the building fully comply with the requirements of our provincial and federal government and help us guarantee our students a healthy and safe environment whenever the decision of coming back to the campus takes place.

The health and safety of our college community is our top priority. Our plan is to return to our campus in accordance with our ministry, provincial and federal governments, local health agencies, and the province's reopening framework and we are ensuring that our procedures are up to date and aligned with the Ministry of Health's guidance.

We look forward to welcoming everyone back on campus!

**Joe Shokour**

President

## II. PROTECTION PLAN

### 2.1 ASSESSING THE CAMPUS

AREA	POTENTIAL RISK LEVEL	MITIGATION MEASURES
<b>OFFICES</b>	High	Self-assessment reporting forms
		Mandatory physical distancing and Personal Protective Equipment
		Signage at every entry point
		Plexiglass barriers on each personal desk
		Flexible work-from-home and in-office arrangements
		Postpone non-essential face-to-face appointments or convert to virtual/video appointments
		Strict restrictions on visitors
		Daily sanitization and deep cleaning throughout campus
<b>ELEVATORS / HALLWAYS / STAIRWAYS</b>	High	Regular sanitization of high-frequency touchpoints
		Easy access to hand sanitizers
		Physical distancing and one-way traffic zones
<b>RECEPTION</b>	High	Plexiglass barriers on front desk
<b>WASHROOMS</b>	High	Limited to 3 simultaneous users. (Regular full capacity: 5 users)
<b>KITCHEN</b>	High	Limit occupancy with shift pattern and staggered lunch breaks
		Removal of shared utensils
<b>CLASSROOM / LABS</b>	High	Limited seating capacity in each classroom
		Redesigned classrooms to maintain physical distancing (2m)
		Plexiglass barriers between work stations on computer labs

## 2.2 PROTECTION AND SAFETY MEASURES

### 2.2.1 Overview

LEVEL 1 Elimination	LEVEL 2 Engineering Control	LEVEL 3 Administrative Control	LEVEL 4 Personal protective equipment	LEVEL 5 Cleaning Measures
<ul style="list-style-type: none"> <li>· Teleworking arrangements</li> <li>· Changes to how tasks are done</li> <li>· Occupancy limits for office and open space</li> <li>· Limited or prohibited visitors</li> </ul>	<ul style="list-style-type: none"> <li>· Assessed and enforced health and safety protocols within all areas to avoid any risk of potential infection</li> <li>· Installed barriers where workers cannot maintain physical distancing from co-workers, students, or others</li> <li>· Included barrier cleaning in our cleaning protocols</li> </ul>	<ul style="list-style-type: none"> <li>· Identified rules and guidelines for how workers should conduct themselves</li> <li>· Clearly communicated these rules and guidelines to workers through a combination of training and signage</li> <li>· Record keeping of staff that have travelled or been infected.</li> </ul>	<ul style="list-style-type: none"> <li>· Everyone (staff, faculty, and students) will be required to wear PPE when in the campus</li> <li>· All visitors will be requested to wear mask</li> <li>· PPE available at the campus:               <ul style="list-style-type: none"> <li>• Face masks</li> <li>• Hand sanitizers</li> <li>• Touchless thermometers</li> <li>• Surface disinfectant wipes</li> <li>• Decals for social distancing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>· Implemented efficient cleaning protocols throughout campus</li> <li>· Handwashing and sanitizing locations are visible and accessible.</li> <li>· Train all workers on hygiene and sanitation measures</li> <li>· Policies are in place regarding good hygiene and hand washing practices</li> <li>· Cleaners have had adequate training and materials.</li> <li>· Removal of shared tools and equipment (e.g., shared utensils and shared plates).</li> </ul>

- A self-assessment reporting questionnaire will be provided to all staff, students, and visitors prior to returning to work on-site or entering the building.
- All staff, students and faculty must complete mandatory daily healthy assessment check-ins and temperature checks.
- A staff member will administrate temperature checking at the main door of the suit to assess all staff, student, and visitors' temperatures, provide them with proper sanitation and confirm the use of PPE.
- All classrooms and workspaces will accommodate physical distancing with the implementation of one-way traffic zones, staircases, and physical distancing marked out on floors throughout buildings and particularly in common areas.
- Hand sanitizer will be available at all campus entrances and in each common area, classroom, and office space.

- Cleaning will be more frequent and will include the disinfection of high-frequency touch points such as the kitchen, stair railings, elevator buttons, and door knobs. Deep cleaning will be done every evening.
- Windows and doors will remain open whenever possible to increase ventilation, and air-conditioning will be on maximum setting to optimize air circulation.
- Plexiglass barriers will be installed where physical distancing may be limited.
- Large gatherings and meetings are prohibited and must be hosted using videoconferencing when possible.
- All consultations with members of the staff will be available virtually or on an appointment-only basis.

### **2.2.2 Communication Plan**

- All staff will receive an extensive COVID-19 training plan to ensure the safety of themselves, others, and the community .
- Signage will be distributed listing the health and safety protocols
  - Posting notices entry points, common areas and in each room
  - E-mails
  - Virtual team meetings
- Signage will be placed on walls, doors, desks, floors, and stairways to ensure there are constant reminders for implementing effective hygiene practices, physical distance measurements, etc.

### **2.2.3 Personal Protective Equipment**

- Temperature checks will take place at the main access of the campus, as well as proper sanitization measures and confirmation of the use of PPE .
- Mask and hand sanitizers will be provided to staff, students, and faculty members.
- Disinfectants and hand sanitizers will be provided in every common area, workstation and classroom
- PPE requirements will be enforced when:
  - entering the building
  - attending in-person meetings

### **2.2.4 Resources and Guidelines**

- Protocols & Response
  - Training and communication of rules and procedures
  - Response if staff, faculty, or students do not follow protocols
- Support
  - Resources are available on-site and online

### **2.2.5 Safety Measures**

- COVID-specific guidelines will be distributed to all staff and students.
  - safe hygiene practice
  - safety measures put in place and protocols for cases or individuals with symptoms on campus
- Personal Protection Equipment is provided for staff.
- Plexiglass protection for front line office and reception desk.
- Mandatory requirement to wear masks during specific times.
- Limiting the number of people in work and common spaces.

### **2.2.6 Sanitation: Cleaning and Safety Practices**

- Cleaning of all surfaces will be carried out daily and, in some cases, in intervals throughout the day.
- For offices, special attention will be put toward high-touched surfaces such as elevator buttons, door handles, and light switches .
- Classrooms will be cleaned immediately after the morning student's exit, to have them ready for the evening shift.
- Cleaning protocols will be enforced to wipe down all the tables, chairs, door frames or any other surface that may be touched.
- Frequent cleaning of washrooms and hallways during and after class times.
- Stairways will be one-way: east stairways will be down, and west stairways will be up only. Elevators allow a maximum of three persons, and usage places a priority on people that are less able.
- Removal of shared tools and equipment (e.g., shared utensils in kitchen).

### **2.2.7 Space Arrangements**

- Limited seating in offices to maintain physical distance.
- Each office space is assessed to discover the number of people in each room while maintaining 6ft distance as per the Public Health guidelines .
- The kitchen office space will maintain safe physical distancing; a restricted number of people in the space at any given time will be strictly enforced. The kitchen doors will remain open whenever possible to circulate fresh air.
- The lobby area will have restrictions in relation to the number of people in the given space, and physical distancing will be strictly enforced.

### **2.2.8 Staff Protocols and Resources**

- Training student-facing staff on safe practices and ensuring they are prepared to meet students, as well as being equipped to handle themselves in various situations .
- Completing daily health assessments and temperature checks when entering the campus.
- Restrict staff interaction in an open workspace.
- Limit number of people permitted in office space.
- Provide additional PPE for frontline desks (i.e. Reception, Student Services, Career Services).

### **2.2.9 Technology**

- Continue virtual meetings, appointments, and consultations.
- Communication platforms in use: Skype, Ring Central.
- IT Team will be available on-site and online for support.

## 2.3 COVID-19 RESPONSE GUIDELINES

### **Anyone who has had symptoms of COVID 19 in the last 14 days**

- Person will be required to stay home or will be sent home if experience any of the following symptoms: fever, chills, new or worsening cough, shortness of breath, difficulty breathing, sore throat, and muscle aches or headache.

### **Anyone directed by public health to self-isolate**

- Persons will be asked to return to their residences for the self-isolation period.

### **Anyone arriving from outside of Canada or who has had contact with a confirmed COVID-19 case**

- Must self-isolate for 14 days and monitor for symptoms.
- Also see: Arrival of international students

### **Visitors in the workplace**

- All external visits will be restricted and only allowed if the visit is required.
- Staff will be provided with PPE when coming into contact with visitors

### **Person experiences symptoms on campus**

- Continuously keeping records of any ill or recent travel staff and students.
- Sick workers must report to Line Manager, even with mild symptoms.
- He/she will be asked to complete the self-assessment tool on the Ontario COVID website <<https://covid-19.ontario.ca/self-assessment/>>.
- Person will be directed to return straight home, and call Telehealth (1-866-797-0000), their local Public Health unit, or their family doctor.
- Clean and disinfect the area and any surfaces the ill worker has come into contact with.
- If a worker is severely ill (e.g., difficulty breathing, chest pain), call 911 immediately.

### **If there is a confirmed case or outbreak on campus**

- Assess the potential exposure within the campus and document required information of all affected persons.
- Evacuate everyone from the building and have the campus closed for the day to disinfect and clean all affected areas.
- Management will contact the Toronto Public Health authorities to report the case or outbreak immediately.
- All illnesses will be immediately reported to WSIB and the Ministry of Labour.

## 2.4 RETURN-TO - CAMPUS FRAMEWORK

<b>Stage 1</b> <b>Campus re-opens to Part of the admin staff</b>	<b>Stage 2</b> <b>Campus re-opens to All admin staff</b>	<b>Stage 3</b> <b>Campus re-opens to Students</b>
<ul style="list-style-type: none"> <li>· Re-open office after training has been provided and office spaces have been assessed for physical distancing.</li> <li>· Only Campus Managing Director, Front Desk and President of the college to return to the office.</li> <li>· Ensure social distancing policies are posted and shared. Includes: PPE is available, physical distancing posters and marked in common areas and workstations, and 2 m distances are confirmed.</li> <li>· No walk-ins, permitted.</li> <li>· Limited access to third party suppliers.</li> </ul>	<ul style="list-style-type: none"> <li>· Anticipated date: after stage 1 is successful</li> <li>· The rest of the staff to return to the campus.</li> <li>· Gradually lifted restrictions on third-party external stakeholders, walk-ins and visitors</li> <li>· Constraints on group gatherings and meetings</li> </ul>	<ul style="list-style-type: none"> <li>· Anticipated date: based on government regulations and framework</li> <li>· Commence phase 1 of re-opening campus for students</li> <li>· Courses will be delivered through a blended learning model (online and in-person classes)</li> <li>· Students will have the option to attend classes on campus with a reduced number of days</li> </ul>

## 2.5 NEW INTERNATIONAL STUDENTS - ARRIVAL PROTOCOL

### 2.5.1 Overview

According to the [Ontario Government Regulations](#), all students arriving to Canada will be required to [self-isolate for 14 days](#) prior to beginning classes on campus. We want to make it easy for students to find suitable accommodations for the 14-day self-isolation period.

While in quarantine, students must agree to follow the "[How to Self-Isolate](#)" guidelines outlined by Public Health authorities.

Students can receive virtual mental health services through the Ontario government during their quarantine. Additional information on these resources are available at [COVID-19 Fact Sheet: Resources for Ontarians Experiencing Mental Health and Addictions Issues during the Pandemic](#)

### 14-day Mandatory Quarantine

You must be able to present a concrete quarantine plan including a 14-day self-isolation upon arrival to Canada and should not travel to Canada until you are able to do so. If you are unable to make your own arrangements, you may want to consider accommodation options that IBT College has arranged at several hotels near Toronto Pearson International Airport.

For more information about travelling to Canada, self-isolation and the Canada Order in Council, please visit the [Public Health Agency of Canada](#), government news release and travel restrictions, exemptions and advice.

#### For more information:

1-866-797-0000 - [www.ontario.ca/coronavirus](http://www.ontario.ca/coronavirus)  
1-833-784-4397 - [www.canada.ca/coronavirus](http://www.canada.ca/coronavirus)

#### Quarantine checklist:

Please review this quarantine checklist for your upcoming travel arrangements to Canada.

- Download the [ArriveCAN](#) mobile app and complete the quarantine questionnaire.
- Ensure you book an appropriate quarantine accommodation to self-isolate for 14-days upon arrival in Canada (contact [studentservices@ibtcollege.com](mailto:studentservices@ibtcollege.com)).
- Ensure you have the specific address of your quarantine accommodations to provide to the Immigration Officer upon arrival at Toronto Pearson International Airport.
- Ensure you can provide a working Canadian phone number to the Canada Immigration Officer upon arrival. It is recommended to purchase an international calling card for Canada prior to departure.
- Book reliable airport transportation pick up from Toronto Pearson International Airport to your quarantine accommodations (contact [studentservices@torontosom.ca](mailto:studentservices@torontosom.ca) if you need assistance).

#### During the 14-day self-isolation

- Stay at your place of quarantine
- Do not leave your place of quarantine unless it is to seek medical attention
- Do not use public transportation (e.g. bus, taxi, subway, [Uber](#), [Lyft](#), etc.)
- Do not have visitors
- Do not go to the school campus and any other public areas
- Arrange for all necessities to be delivered to your place of quarantine (e.g. food, medication, cleaning supplies, etc.)
- Follow the instructions provided by [Public Health Canada: How to quarantine](#)

## Services to help you through your quarantine

- Grocery delivery: [Instacart](#), Speedy Delivery
- Take-out food delivery: [Skip The Dishes](#), [Uber Eats](#), [Door Dash](#) (Local phone number required for registration)
- Phones and phone plans: Purchase SIM cards and phones online (mobile service providers)
- Medical insurance: For fall semester, your student health insurance starts on September 1, 2020. If you're arriving early, please purchase insurance coverage for your entire travel and quarantine time
- You can purchase an early arrival insurance plan from [guard.me](#)
- Use your [guard.me](#) policy number to sign up for mobile doctor for remote doctor appointments
- Use the Self-assessment tool and call Telehealth (1-866-797-0000) if you suspect that you may have COVID-19

### 2.5.2 Student Responsibilities

1. IBT College requests that all students, prior to travelling to Canada, present a valid 14-day self-isolation/quarantine plan to comply with new rules announced by the federal government of Canada to combat the spread of COVID-19. All students will need proof that they have a suitable place to isolate or quarantine, with access to necessities, including food and medication. Should they require assistance with the arrangement of isolation, IBT College has created an accommodation list for students to refer to (Appendix F).
2. IBT College requests students to have valid health insurance prior to travelling to Canada that covers 6 months minimum (including COVID-19). Should the students require assistance to purchase such insurance, IBT College offers a list of options available through our website:  
<https://www.ibtcollege.com/health-insurance.html>
3. Students are required to self-monitor for symptoms of COVID-19 during and after the self-isolation period. In case any symptoms of COVID-19 are experienced during the quarantine period, students must follow the directions from the [Public Health Agency of Canada](#) and immediately notify their isolation accommodation provider, as well as IBT College Student Services.
4. Any student who has a suspected or confirmed case of COVID-19 will be required to remain at their quarantine site until a medical practitioner has confirmed they are clear of these symptoms and/or the student has tested negative for COVID-19. In such a case, the student would need to present the proof of being tested negative.

### 2.5.3 IBT College Team Responsibilities

1. The college will provide all potential new arriving students with ample and thorough information about the protocol to be followed before arrival, during the quarantine period and after the quarantine period.
2. The college will facilitate a link to the ArriveCan application site and will request students to complete it prior to arrival in Canada.
3. During the isolation period, students will be taken a COVID-19 test. For the purpose of the test, IBT College will arrange for transportation for the student to the medical lab and back to the isolation place.
4. If required by the student, IBT College will assist with the retaining of the services of an accommodation place so that the student can comply with the quarantine period.
5. The administrative team of the college will collect from new arrivals all the documentation supporting the quarantine period.
  - a. Proof of arrival date
  - b. Proof of accommodation during the quarantine
  - c. Proof of COVID-19 test taken, with negative result
6. During the quarantine period, our Student Service coordinator will conduct regular telephone check-ins on students to inquire about their mental and physical well-being as well as provide students with optional virtual social, wellness and entertainment activities.

# APENDICES

## **APPENDIX A**

### **POTENTIAL THREAT REPORT POLICY**

1. All Employees must report all any case of any students who presents identifiable symptoms of COVID 19, no matter how minor, to their Manager. This means reporting any circumstance occurring at the campus that is likely to be hazardous to the health or safety of employees or others in the workplace, including their own potential exposure to COVID-19. The full details and nature of the potential exposure will then be immediately documented.
2. If an employee is experiencing any symptoms of COVID-19 (fever, cough, and difficulty breathing), they must inform their Manager, go home if in the office, and follow the advice of local public health authorities.
3. Employees have a duty to isolate as per direction by public health officials and to stay at home for as long as they are presenting symptoms or for as long as directed by local public health authorities.
4. IBT College will report all potential exposure incidences to the Ministry of Labour ("MOL") and Workplace Safety and Insurance Board ("WSIB") as required by the Occupational Health and Safety Act and Workplace Safety and Insurance Act.

## APPENDIX B

### COVID-19 RE-OPENING GUIDELINES

#### i. General Considerations

- Flexible blended learning model to provide equitable access for all current students.
- Maintain hand sanitizers placed in each classroom, entrance and exit points, hallways, and common areas.
- Routine daily screening protocol for all staff, students, and faculty members.
- Limited classroom capacity and at least two meters apart between students' desks.
- Routine and frequent environmental cleaning throughout classrooms and campus facilities.
- Signage posted throughout campus to control the flow of traffic within the campus.
- Developed COVID-19 response guidelines and policies for staff and students who have symptoms of a cold, flu, or COVID-19, with anyone coughing or sneezing not to attend classes, extracurricular activities, or work.
- Arrival and self-isolation for 14 days plan for international students.

#### ii. Physical Distancing Protocols

To maintain the health and safety of all our community members, the following protocols will be enforced by everyone:

- Stay home if you are feeling ill or have any symptoms.
- Complete daily health assessment and check-in forms prior to arriving on campus.
- Follow guidelines administered by Health and Safety Representatives, including mandatory health assessments and temperature checks.
- Maintain physical distancing of at least 2 meters between persons, during any interaction.
- Maintain good hygiene by following the campus' protocols.
- No walk-ins are allowed on campus.
- Avoid gatherings as much as possible.
- Equipment designed to be shared (computers, technology, etc.) will be cleaned and sanitized frequently.
- When someone self-identifies or is identified as showing symptoms of illness, they will be sent home immediately, academic accommodation will be provided accordingly.
- Signage with reminders of social distancing will be placed across the campus

#### iii. Safety Plan

No	TOPIC	PLAN
1	<b>Arrival</b>	<ul style="list-style-type: none"> <li>· A daily self-assessment health check is expected upon entry into the campus.</li> <li>· All employees and students will be required to wear a mask when entering the campus.</li> <li>· Mandatory hand sanitization is required at the front entrance.</li> <li>· All visitors will be requested to wear a mask.</li> </ul>
2	<b>Course Design</b>	<ul style="list-style-type: none"> <li>· When lab lessons are required, the faculty will use a blended model of teaching. The lessons will be essentially delivered through the online platform we've been using during the pandemic and in the cases in which our students need to use the campus labs, the lessons will be planned in a way that the class be divided into two groups</li> </ul>

		<p>(face- to-face and online).</p> <ul style="list-style-type: none"> <li>· Instructors will keep using the Ring Central platform that we have used during the entire pandemic period. Wherever required faculty will use synchronized assignments, readings, activities, and assessments they have designed for fully online classes.</li> <li>· Content learned in each class such as materials in mini-lectures, discussions, presentations, case studies, activities, simulations, assessments/exams, etc. will be created by the instructor for both online and in-person delivery, based on the syllabus.</li> <li>· If we are required by the Ministry of Education to return to our campus before social gatherings are fully safe, the instructors will develop a blended format in which the lessons will be delivered at the campus, keeping the regulations of social distancing and they will be combined with a camera setting that will allow for the continuation of online teaching to ensure the healthy capacity of the classrooms is not exceeded.</li> <li>· Each in-person class will have a maximum student capacity.</li> <li>· Students will be required to inform the college, their preferred method of learning, (Face-to-face or online). Classrooms will be allotted based on the number of students signed up to be on campus</li> </ul>
3	<b>Scheduling</b>	<ul style="list-style-type: none"> <li>· Classes will be scheduled in 2 shifts: morning and evening, which allows for a wide window of time for cleaning and sanitizing.</li> </ul>
4	<b>Seating</b>	<ul style="list-style-type: none"> <li>· Seating plan for each classroom will be in accordance with social distancing requirements, following the faculty-student ratio guidelines.</li> <li>· Smaller class sizes, and space seating/desks will be at least 2 meters apart.</li> <li>· Social distancing markings on each classroom floor will show where tables and chairs are to be located in classrooms and in office areas.</li> </ul>
5	<b>Breaks and exit</b>	<ul style="list-style-type: none"> <li>· Instructor will remind students to use the washroom facilities before class.</li> <li>· If student requests washroom break during class, only one at a time (when in washroom, keep 2-metres apart), and wash your hands for 20 seconds .</li> <li>· Instructor announces time to leave classroom.</li> </ul>
6	<b>Sanitizing</b>	<ul style="list-style-type: none"> <li>· Cleaning is a high priority and done between each class time and continuously throughout the day. Cleaning of all surfaces will be carried out throughout the Campus.</li> <li>· The administration of the building that houses our college is performing constant sanitizing of all common areas of the building and scheduled sanitizing of suite areas.</li> <li>· All the tables, chairs (including bases), door frames and any other surface that may be touched are being sanitized at least three times a day.</li> <li>· Bathrooms and hallways are cleaned during and after class times.</li> <li>· A full stock of hand sanitizing supplies will be available at all times.</li> <li>· Frequent cleaning of high-touch surfaces (i.e. keyboards, tablets) with 70% alcohol.</li> <li>· Faculty and staff won't share personal items (electronic devices, writing materials, etc.)</li> <li>· Garbage containers will be emptied often throughout the day.</li> </ul> <p><b>Washroom Facilities</b></p> <ul style="list-style-type: none"> <li>· The number of students permitted in the washroom will be limited (3 person limit)</li> </ul>

		<ul style="list-style-type: none"> <li>· Strict handwashing routines are enforced, with signage posted</li> <li>· Toiletseats, toiletflushinghandles and sink taps are being disinfected frequently.</li> </ul>
7	<b>Personal Hygiene</b>	<ul style="list-style-type: none"> <li>· Handwashing with soap and water for 20 seconds is the most effective way to reduce the spread of COVID-19 (in addition to physical distancing) .</li> <li>· When sinks are not available for handwashing, alcohol-based hand sanitizers containing at least 70% alcohol will be available. This is not effective when hands are very soiled – then it is important to wash with soap and water.</li> </ul> <p><b>Employees and students will be requested to wash and sanitize their hands:</b></p> <ul style="list-style-type: none"> <li>· When they arrive at the campus and before they leave campus.</li> <li>· Before and after eating and drinking or handling food.</li> <li>· After using the restroom facilities.</li> <li>· After cleaning tasks.</li> <li>· Before and after using their work stations.</li> </ul>
8	<b>Kitchen</b>	<ul style="list-style-type: none"> <li>· Students sit or stand 2-metres apart when using kitchen facilities .</li> <li>· Everyone will be encouraged to have their breaks outside depending on the weather.</li> <li>· No sharing of utensils or plates will be permitted.</li> </ul>
9	<b>Communication</b>	<p><b>Orientation sessions and training to students:</b></p> <ul style="list-style-type: none"> <li>· Online orientation and e-training</li> <li>· Student Guide</li> <li>· Webinars</li> </ul> <p><b>Place signage in each room listing the protocols</b></p> <ul style="list-style-type: none"> <li>· Posting notices entry points, common areas and in each room</li> <li>· E-mails and Social Media</li> </ul>
10	<b>Student Services</b>	<ul style="list-style-type: none"> <li>· Shields available for services at the front desk and offices</li> <li>· All one-on-one appointments are being conducted virtually. Students are receiving services online through virtual chat, e-mail, or phone.</li> <li>· Tape will be placed on the floor to show where tables and chairs must be in service.</li> <li>· Technical support is being offered remotely using Teamviewer app and Ring Central functionalities</li> </ul>

## **APPENDIX C**

### **NEW STUDENT POST ARRIVAL QUARANTINE PLAN**

- New students just arriving in Canada will have to comply with a 14 days quarantine upon arrival. During this time students can attend classes virtually.
- IBT College will ensure that the student has access to a laptop and wireless internet during the quarantine period, so that the lessons can be taken. This may be modified based on government rules and regulations regarding international travelers arriving in Canada.
- Arriving students will be fully informed of the consequences of breaking the quarantine protocol, as per the Government of Canada's Quarantine Act. They will also be made aware of the potential spotchecks to be conducted by the Government of Canada to verify compliance.
- Arriving students will be taken by transportation supplied by IBT College from the airport to the place where they will spend the quarantine.
- Students will be provided with a quarantine "support pack" as part of their "New Student Welcome Package," further outlining guidelines specific to their accommodation situation, as well as learning and social experience course information document to prepare them better for the 14-day isolation period. All students will attend remote guideline meetings before attending lessons at school facilities, as well as agree to the student guidelines provided.
- Mental health support services will be made available to all arriving students by facilitating them the information regarding the service offered through the government of Ontario.

#### **BEFORE COMPLETION OF THE 14-DAY QUARANTINE PERIOD, STUDENTS WILL BE TESTED FOR COVID-19.**

- IBT College will provide transportation for the student to go from their place of quarantine to the medical lab and back.
- Students must agree to follow the "[How to Self-Isolate](#)" guidelines outlined by Public Health authorities.
- Students must agree to download the Exposure Notification app onto their cell phone, immediately upon arrival in Canada.

#### **DURING THE 14 DAYS, WHAT HAPPENS IF SYMPTOMS DEVELOP?**

If a student demonstrates symptoms of COVID-19 while at school or in quarantine, the following steps will be followed:

- The student must isolate immediately in their bedroom, informing the school and hotel contact. School management will contact the hotel point-person, rather than the student directly, to ensure clear communications on the situation.
- The hotel will gather all other students in a common outdoor space, to ensure they do not meet the student or any surfaces/areas the student has touched.
- All persons that have come into close contact with the student, specifically those in the student's class or group, would also follow the above and below steps, and follow self-examination measures provided by the school, to evaluate their own health.
- Together with the assigned school management member, the student will contact the local health authority and take the recommended steps (e.g. go to the hospital, continue self-isolation).
- Professional cleaning of all areas the student has occupied will take place, and any other rooms and areas he/she has/have frequented during his/her time since arrival.
- School management will contact the Toronto Public Health authorities to report the case or outbreak immediately.

- Assigned school staff will then continue to closely monitor the student, hotel contact, and all other students and staff considered at risk. The staff will also be implementing risk assessment measures outlined in training, such as taking temperatures of all students daily, enforcing proper hygiene measures, and bringing awareness to symptoms.
- Once the student has been medically cleared by local public health units, and self-isolated for 14 days, he/she are required to contact student services prior to returning to the campus.

## APPENDIX D

### ACCOMMODATIONS RESOURCES FOR STUDENTS

#### STUDENT ONLINE HOUSING PORTAL

- Students can find their accommodation using the options offered through our online accommodation hub at the link below.
- The portal includes stays at student and condo residences, as well as local housing advertisements in the area
- Link: <https://www.ibtcollege.com/accommodation1.html>

#### HOTEL AVAILABILITY NEAR TORONTO PEARSON AIRPORT

**Hotel Name:** Best Western Plus Toronto Airport

**Address:** 5825 Dixie Road, Mississauga

- Rates available from **CAD \$92 to \$79 per night**, plus taxes and fees
- Deposit of \$150 for the quarantine period
- Extra towels and sheets will be placed at the front of the door

**Hotel Name:** Double Tree by Hilton - Toronto Airport West

**Address:** 5444 Dixie Rd, Mississauga, ON L4W 2L2

**Contact:** [valentino.d'souza@hilton.com](mailto:valentino.d'souza@hilton.com)

- Rates available from **CAD \$85 per night**, plus taxes and fees
- No room service: all amenities available at the front desk
- Boxed meals can be provided: \$20 per meal
- Kitchen will open in the middle August
- Airport Shuttle every 40 minutes
- Ordered food can be dropped off at the front room

**Hotel Name:** Element Toronto Airport

**Address:** 6257 Airport Road, Mississauga, ON L4V 1E4

**Contact:** [reservations@elementtorontoairport.com](mailto:reservations@elementtorontoairport.com)

- Rates available for **King Room: CAD \$99** per room per night, plus taxes and fees
- Add breakfast, lunch and dinner for **\$50** per day, plus 13% tax and 15% service charge.
- Price includes complimentary high-speed internet access and complimentary airport shuttle.
- Guest Suites feature separate living area, kitchenette with microwave, stovetop, minifridge, cookware/dinnerware, coffee maker, purified water filtration dispenser, and in-room safe.
- 48 Hour Cancellation policy in effect. Minimum 14-night stay.

**Hotel Name:** Hilton Toronto Airport & Suites

**Address:** 5875 Airport Road, Mississauga ON L4V 1N1

**Contact:** [yyzhi\\_reservations@hilton.com](mailto:yyzhi_reservations@hilton.com)

- Rates available for **Standard Room: CAD \$80** per room per night, plus taxes and fees
- Add breakfast for **\$8** per day, lunch for **\$12** per day and dinner for **\$20** per day, plus 13% tax (service charge waived).
- Price includes complimentary high-speed internet access, complimentary parking and complimentary airport shuttle. Rooms feature in-room safe and coffee maker. Daily newspaper upon request
- 48 Hour Cancellation policy in effect. Minimum 14-night stay.

# APPENDIX E

## DAILY EMPLOYEE HEALTH ASSESSMENT

To safeguard our employees, students, and visitors everyone who enters the building is required to complete the standard form suggested by the government of Ontario.  
The form will be available to be filled out digitally on a tablet at the front desk.



# COVID-19

Please complete the following questions before beginning your work today.

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Do you have any of the following (new or worsening):

<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>  <p><b>Fever</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>  <p><b>Cough</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>  <p><b>Difficulty breathing</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>  <p><b>Sore throat, trouble swallowing</b></p>
<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>  <p><b>Runny nose</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>  <p><b>Loss of taste or smell</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>  <p><b>Not feeling well</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>  <p><b>Nausea, vomiting, diarrhea</b></p>

Yes  Have you been in close contact with someone who has confirmed COVID-19 in the past 14 days without wearing appropriate PPE?

No

Yes  Have you returned from travel outside Canada in the past 14 days?

No

If you answered YES to any of these questions,  
go home & self-isolate right away. Call Telehealth  
or your health care provider, to find out if you  
need a test.

TORONTO.CA/COVID19



## Appendix F COVID-19 Response Guide – Staff Protocol

### What steps is IBT taking to help prevent the spread of COVID-19?

- Mandatory self-assessment health forms prior to entering the campus for staff, students, and visitors.
- PPE to all campus community members, including face masks and hand sanitizers.
- Providing disinfectants and hand sanitizers in every workstation, classroom, and common area.
- Enforced social distancing protocols, adding plexiglass barriers and other precautions where required.
- Increased cleaning and disinfection in work areas, classrooms, common areas, and high-frequency touchpoints.
- Good hygiene reminders placed throughout campus.
- Continuous record keeping of any reported illness or recently travelled staff and students.
- One-way traffic zones in stairways and hallways, with limited occupants in elevators and kitchen areas.
- Alternate work-from-home schedules to reduce the number of people in a particular area at any given time.
- Suspended external visits and consultations on campus.

### What do you do if you have a symptom or have been exposed, and how will IBT manage the case?

#### Step 1: Report illness immediately

- Any employee experiencing mild or severe symptoms must report it to the Campus Managing Director as soon as possible.

#### Step 2: Isolate symptomatic employees

- Symptomatic employees will be asked to isolate in a secure area.
- They will also be asked to complete the self-assessment on the Ontario COVID website <https://covid-19.ontario.ca/self-assessment/>

#### Step 3: Contact public health

- If the employee is severely ill (e.g., difficulty breathing, chest pain), 911 must be called.
- All other employees will be directed to return straight home and call Telehealth (1-866-797-0000), their local Public Health unit, or their family doctor.
- The campus will be shut down for the remainder of the day while the affected area and equipment are thoroughly disinfected and cleaned.
- Management will contact the Toronto Public Health authorities to report the case or outbreak immediately.

Step 4: Once the employee has been medically cleared by local public health units, and self isolated for 14 days, the managing director must be contacted prior to returning to work.



## APPENDIX G

### COVID-19 Response Guide – Students Protocol

#### What steps is IBT taking to help prevent the spread of COVID-19?

- Mandatory self-assessment health forms prior to entering the campus for staff, students, and visitors.
- PPE to all campus community members, including face masks and hand sanitizers.
- Providing disinfectants and hand sanitizers in every workstation, classroom, and common area.
- Enforced social distancing protocols, adding plexiglass barriers and other precautions where required.
- Increased cleaning and disinfection in work areas, classrooms, common areas, and high-frequency touch points.
- Good hygiene reminders placed throughout campus.
- Continuous record keeping of any reported illness or recently travelled staff and students.
- One-way traffic zones in stairways and hallways, with limited occupants in elevators and kitchen areas.
- Alternate in-person and virtual class delivery to reduce the number of people in a particular area at any given time.
- Suspended external visits and consultations on campus.

#### What do you do if you have a symptom or have been exposed, and how will IBT manage the case?

##### Step 1: Report illness immediately

- Any student experiencing mild or severe symptoms must report it to the Student Service Coordinator as soon as possible.

##### Step 2: Isolate symptomatic student or instructor

- Sick students will be asked to isolate in a secure area.
- Students will be asked to complete the self-assessment on the Ontario COVID website <https://covid-19.ontario.ca/self-assessment/>

##### Step 3: Contact public health

- If a person is severely ill (e.g., difficulty breathing, chest pain), 911 will be called.
- Any other student will be directed to return straight home, and call Telehealth (1-866-797-0000), their local Public Health unit, or their family doctor.
- If the case is confirmed, the campus will be shut down for the remainder of the day while the affected area and equipment are thoroughly disinfected and cleaned.

##### Step 4: Report to the Toronto Public Health

- Management will contact the Toronto Public Health authorities to report the case of outbreak immediately.

Step 5: Once the student has been medically cleared by local public health units, and self-isolated for 14 days, contact student services prior to returning to the campus.